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| MONTANA Department of Public Health and Human Services | Section: REFUGEE RESETTLEMENT PROGRAMS |
| | Subject: Refugee Program Overview |

Supersedes: **New to the manual**

References: 45 CFR 400.60 through 400.64, 400.100; ARM 37.74.101, .102

GENERAL RULE-- Mission statement on federal level:

“Founded on the belief that newly arriving populations have inherent capabilities when given opportunities, the Office of Refugee Resettlement (ORR) provides people in need with critical resources to assist them in becoming integrated members of American society.”

“Refugee” is a broad term that applies to asylees and other eligible or ineligible aliens. Currently all refugee services administered by Montana’s DPHHS Refugee Resettlement Program are funded with federal dollars from the Office of Refugee Resettlement. However, if a refugee is placed in Montana by one of the nine eligible voluntary agencies (VOLAGS) the refugee might be eligible for R & P (Resettlement and Placement) services including a one time cash payment funded by the State Department at the time of initial placement. Currently this cash payment is \$425 per refugee and is excluded as income for all public assistance and refugee programs. Additional State Department funded resettlement services are provided by the VOLAG in very limited situations. In some instances a VOLAG or MAA might be contracted using ORR funds to provide technical assistance or other case management services for refugees in the State of MT. Currently there are not any Montana State funds used for Montana’s refugee program.

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The Refugee Resettlement Program is separate from all public assistance programs. However since Montana has so few refugees the manual material for the refugee programs have been placed in other program manuals for quick reference. The following manual sections comprise the Refugee Resettlement Program in Montana.

TANF 1000 - Resettlement Program Overview
TANF 1000-1 Definitions/Glossary
TANF 1001-1 Refugee Cash Assistance
FMA 301-4 Refugee Medical Assistance
TANF 1003-1 Refugee Medical Screening (Effective 11/01/08)
TANF 1004-1 Refugee Social Services
TANF 1005-1 Refugee Employment and Training.
TANF 1006-1 Refugee Forms

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All refugee resettlement program services are available to eligible “refugees” without regard to race, religion, nationality, sex or political opinion.

**SELF-
SUFFICIENCY**

The primary goal of all Montana’s refugee resettlement programs is self-sufficiency. Refugees must accept and maintain employment to their best of their ability and seek employment upgrades as appropriate. Federal reporting on refugees and asylees is required for the 60 months they are in the county for refugees or granted asylum for asylees. This is to ensure their continued protection and advancement within our communities. It is not to be an invasion of privacy or an encouragement to utilize public assistance programs.

Due to the absence of a local resettlement office in Montana, the sufficiency plan packet will be maintained by the MT Refugee Coordinator, Carol Carpenter. The packet must include:

- **Verification of refugee/asylee status**
- **TEAMS screen prints-**
 - **HOSU (Household Composition)**
 - **RECI (Residency / citizenship)**
 - **CAP2 (Case Profile 2)**
- **Forms**
 - **Resource Referral for Refugees (HCS-801)**
 - **Initial Employability Plan (HCS-810)**
 - **Initial Resettlement Plan (HCS-820)**
 - **Quarterly or trimester reports as appropriate.**

**FEDERAL
TRACKING**

To allow for federal tracking the point of entry for all refugee/asylee programs administered by the State of Montana is the local Office of Public Assistance (OPA). However, in areas where initial resettlement is occurring the refugee case manager might be the initial point of contact. He or she will be responsible to schedule and attend the intake appointment with OPA.

NOTE: The point of entry for Refugee Medical Screenings within 90 days of entering the county can be the County Health Department.

**IMMIGRATION
/REFUGEE
STATUS****Requirements for Documentation of Refugee Status**

An applicant for assistance must provide proof, in the form of documentation issued by the United States Citizenship and Immigration Services (USCIS), of one of the following statuses as a condition of eligibility.

Generally the only verification needed is the I-94 form which will clearly state their status as a refugee.

- Paroled as a refugee or asylee under § 212(d)(5) of the Act;
- Admitted as a refugee under section 207 of the Act;
- Granted asylum under section 208 of the Act;
- Cuban and Haitian entrants, in accordance with requirements in 45 CFR part 401;
- Certain Amerasians from Vietnam who are admitted to the U.S. as immigrants pursuant to section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act, 1988 (as contained in section 101(e) of Public Law 100-202 and amended by the 9th proviso under Migration and Refugee Assistance in title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Acts, 1989 (Public Law 100-461 as amended));
- Admitted for permanent residence, provided the individual previously held one of the statuses identified above; or
- Special Immigrant Visa (SIV) - individuals from with Iraq or Afghanistan under either the Cardin Amendment (included in the Consolidated Appropriations Act, 2008 (PL 110-161), enacted December 26, 2007,) or Kennedy 5000 amendment PL 119-36 enacted in June 2007; January 28, 2008 (PL 110-181). **(Best verification of this is IV category on the VISA will show SI1)**

PROGRAMS

There are four distinct Refugee/Asylee Programs administered by the State of Montana with federal Office of Refugee Resettlement funds.

1. RCA- Refugee Cash Assistance – Only if ineligible for TANF for a reason other than disqualification for non-compliance.
 - See section TANF1001-1;
2. RMA- Refugee Medical Assistance –Only if ineligible for Medicaid and CHIP.
 - See section FMA 301-4;
3. RMS- Refugee Medical Screening- (Only for refugees in the first 90 days of refugee/asylee status in the United States who are not eligible for Medicaid or RMA or while application for MA or RMA is pending.)
 - See section TANF 1003-1
4. RSS- Refugee Social Services- Available to all refugees/asylees who have been in the United States county or granted asylum in the United States within the last **60 months or less** depending on the service.
 - See TANF1004-1 for over all Social Service program
 - See TANF 1005-1 for Employment and Training components of the Social Service program.

NOTE: Programs 1-3 are only available to refugees within eight months of entering the United States as a refugee or being granted asylum in the United States as an asylee.

OPA RESPONSIBILITIES

Every refugee has the right to apply or refuse to apply for assistance. OPA staff is required to screen and refer each applicant for appropriate community resources. The HCS-250 (universal application for public assistance) is used as the screening tool so every refugee/asylee can be informed of eligibility for all public assistance programs, including, TANF, Medicaid and SNAP.

NOTE: The HCS-800 "Refugee Social Service Screening" can be used if all individuals in the household have been in the country more than eight months and they do not desire SNAP or Medicaid. The HCS-800 is intended to gather the basic eligibility requirements for the Refugee Social Service Program. Anyone in the county less than eight months must complete the full HCS-250 to receive Social Services in addition to other assistance, such as RCA and RMA.

In addition to entering data on TEAMS the Office of Public Assistance staff is required to complete the following:

1. Complete intake interview appointment
2. Verify Refugee/Asylee status (hard copy verification required)
3. Screen and inform the household of possible eligibility for SNAP, TANF, and Medicaid.
4. If ineligible for TANF and have only had their refugee/asylee status for 8 months or less, inform of possible eligibility for RCA.
5. If ineligible for Medicaid and CHIP and have only had their refugee/asylee status for 8 months or less, inform of possible eligibility for RMA.
6. If they have been in the country for less than 90 days, refer them to the local health department for a refugee medical screening and e-mail Carol Carpenter, MT Refugee Coordinator. She will notify the Refugee Health Coordinator and Resettlement Authority as appropriate.
7. Complete form HCS-801 "Referral for Refugee Services" for each household with a refugee that has been in the country less than 60 months. (All refugee forms will be available to print from the statewide share drive and will not available for order in hard copy format.)

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**REFERRAL FOR
SERVICES****Community services** such as the following (see form HCS-801):

- **Elderly** (individuals 55 or older):

Skilled nursing care or nursing homes; Hot meal programs; Home health care; Assisted living; Nutrition and food assistance programs available through local government funded assistance programs.

- **Family Violence:**

Counseling programs; Shelters for battered Women/children; Organizations that specialize in services to victims of domestic violence; Child Protective Services (CPS); Programs for batterers.

- **Housing:**

Homeless shelters, application for low income or subsidized public housing, government funded financial assistance programs to maintain housing.

- **Legal:** (Always list the address and phone number of Montana Legal Services in addition to other providers in your community):

Domestic violence; Law enforcement; Consumer protection; Child support (Immigration assistance can also be referred to the Specialized Refugee immigration provider if one exists in your community- (see next page).

- **Medical:** Always list the address and phone number of the County Health Department in addition to other providers in your community):

Alcohol and substance abuse treatment programs; Developmental and/or learning disability programs; Skilled medical and health care providers; Nursing home or hospice care; Mental health resources;

NOTE: Refugees who have been in the country less than 8 months must be referred to the County Health Department to determine if follow-up care is needed. See section- TANF/REF 1003-1. Refugee Medical Screening.

- **Training:**

General Education Development (GED) programs; Employment skills training; Driver's training programs.

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- **Transportation:**

Public Transportation; agencies that assist disabled individuals with application or enrollment in ACCESS or para-transit transportation.

- **Youth:**

School (kindergarten to 12th grade); culturally appropriate childcare; Reduced lunch programs; Leadership and summer employment programs; Job training

- **Language training (ESL):** (Always list the address and phone number of the local Literacy Council and Adult Education Program as appropriate for your community)

Specialized RSS (Refugee Social Services) programs:

- **Employment and Training Assistance (RET)**

NOTE: ALL refugees/asylees age 16 and over must be referred to the local RET contractor. However, only those who are employable and receiving TANF or RCA are required to participate.

- **Resettlement Case Management (RCM)**

- **Immigration Assistance (RIA)**

See section TANF/REF 1004-1 for detailed information.

****HOSU and RECI screen prints must be attached to the copy of the HCS- 801 when given to each specialized program**